

GENERAL PROCEDURES

All Inspectors shall read and become familiar with these procedures

Inspections carried over from the previous working day shall be given priority and must be performed first.

Inspection cancellations must be documented on the comment line with the name and telephone number of the person that requested it and the time of the request.

When a jobsite is not accessible always leave a tag and record in the comments line "Left tag at......."

Before using disposition code 035 "Unable to locate" use the Property Appraiser's web site http://www.miamidade.gov/pa/property_search.asp and/or call your supervisor. If permit holder cannot be reached place the hold code 067.

Do not use Field Check Disposition 010 without obtaining approval from supervisor.

The work shall be inspected for compliance with the permit plans and the applicable Code (FBC or SFBC).

The permit holder (contractor or owner builder) is responsible for the job and shall inspect the work and ascertain it meets code requirements before calling for inspection.

Temporary buildings and sheds used exclusively for construction purposes are exempt of a building permit (**Z**oning Improvement **P**ermit required). Mobile homes used as temporary offices are required to comply with the requirements of F.S. Chapter 553, Part V relating to accessibility by individuals with disabilities.

Verify that you are recording the inspection result on the correct permit card.

All documents that you receive in the field from the permit holder shall contain the permit number on every page, the date and the inspector name and signature

Be thorough conducting the inspection and recording the results. List all deficiencies. When too many deficiencies are found, indicate on permit card "others". This will alert the inspector performing the re-inspection later on to perform a thorough inspection and not only a follow up of the items listed.

When performing a partial inspection clearly writes on the comment line the portion of work you are approving. Highlight the location of approved area on permit plans initial, date and cross reference drawing number on comment line. For large projects use a log. Write comments on permit card as well. Review completely previously denied partial inspections and approve or denied as required. If denied, include in your comments the corrections that are needed for approval.

Do not enter disposition 001 (approved) when previous inspection types are pending approval (previous inspection type was denied or partial approval was granted). Use disposition 043 (partial approval) and be explicit in your comments regarding the reason for the partial approval.

Close partial inspections in a timely manner.

In case of any doubt, check with your supervisor.

Always write on the permit card the date of the inspection; print your name and sign.

As a courtesy to Owners and Contractors alert them of code changes.



Mechanical 003 (A/C)

Verify permit card posted FBC-B 105.7	
Check approved energy calculations and plans at worksite FBC-B 106.3.1 Energy Eff., 13-103.1.1	
Verify fees correspond to the scope of work FBC-B 108.2	
Verify Notice of Commencement: Mandatory after 7 days (except when cost of construction is less than \$2500.00) from permit issuance. Write on the permit card and the comment line that you have confirmed this requirement for the benefit of the next inspector. Does not apply to the repair or replacement of a/c systems less than \$5000.00.	
Check and inspect underground-excavated trenches/ditches/chases pipes, tubes, ducts and related component per its specifications prior to backfill/concealment FBC-B 109.3	
Check and inspect pipes, tubes, ducts, and related components per its specification prior to concealment/installation of wall or ceiling membranes FBC-B 109.3	
Verify cutting/drilling or overloading of structural members supports for mechanical equipment by registered design professional drawings FBC-M 302.4	
Verify pipe hangers/anchors installed per manufacturer's instructions or approved plans details FBC-M 305.3	
Verify piping support intervals spacing requirement per FBC-M TABLE 305.4	
Verify horizontal primary condensate lines in unconditioned space are insulated FBC-M 307.2.5	
Verify condensate drain line installed 3/4" internal diameter minimum FBC-M 307.2.2 FBC-R 1411.3.2	
Verify condensate drain line pitched/sloped inside partition walls FBC-M 307.2.2 FBC-R M1411.3.1	



Mechanical 003 (A/C)

Permit card posted FBC-B 105.7		
Approved energy calculations and plans at worksite FBC-B 105.7, 106.3.1, 13-103.2		
Notice of Commencement. Mandatory after 7 days except wh \$2500.00) from permit issuance. Write on the permit card and confirmed this requirement for the benefit of the next inspector replacement of a/c systems less than \$5000.00.	d the comment line that you have	
Verify the building is complete and ready for occupancy	FBC-B 109.3	
EPL card displayed at worksite signed by the builder	FBC-B 13-104.4.1	
HVAC card posted at worksite signed by the contractor	FBC-B 13-104.4.2	
Manufacturer's performance data sheet posted at worksite	FBC-B 13-607	
Check for balanced return air across close doors where return 0.01 inch WC or less. Allow for exceptions 1, 2 and 3 designed		
Verify if the unit or change in unit make/model number meets calculations FBC-B Energy Eff., 13	the design heat-load sizing -407.AB.1, 607.AB.1 FBC-M 312.1	
Check for all manufacturer's installation instruction at time of	inspection FBC-M 304.1	
Verify vibration isolators/isolations by designed or per manufa	acturer's specs. FBC-M 301.10	
Verify guard protection of appliances/components/fans/roof has FBC-M 304.10	atches within 10-ft of roof edge	
Verify roof equipment, pipes/supports are secured to the structure.	cture FBC-M 301.12	
Verify rooftop unit clearance for roof repairs	FBC-M 1509.7	
Verify raised roof stands height are in accordance with	BC-M 1509.7 FBC-B Table 1522.3	
Verify concrete pads/other approved material is mounted leve extends 2" inches above grade	el on grade at least 3 ½" thick and FBC-M 304.9	
Verify units installed away from the area they served are mark	ked/identified FBC-M 304.11	
Check protection barriers for appliances subject to mechanica	al damage FBC-M 303.4	
Verify air handler attics installation has posted notice to home	owners as req. FBC-M 306.3.2	
Verify ladders from grade to appliance level @ building excee	eding 16 ft in height FBC-M 306.5	
Verify receptacle outlet is near the equipment; on roof top ins	tallations FBC-306.5.2	
Verify condensate lines do not discharge into streets, parking	lots or alleys FBC-M 307.2.1	
Verify condensate drains trapped per appliance manufacturer	FBC-M 307.2.4	
Check provisions to prevent formation of condensation on pipe FBC-M 1206.11, 1107.3		
Anchor bolt minimum pull-out @ 500/lbs	Dade County Ordinance (8C-5)	П



Collect air conditioning unit serial/model numbers: Dade County Ordinance	
Remote control required in mechanical equipment machinery room per FBC-M 1106.5	
Verify machinery room break-glass type off-only control for electrical energized equipment and appliances FBC-M 1106.5.1	
Machinery room switch break-glass type on-only control of the ventilation fans FBC-M 1106.5.2	
Carbon monoxide control systems see Section 913 FBC-B FBC-M 513.12.2	
Smoke control systems subject to the provisions of Section 909 of the FBC-B FBC-M 513.3	



ROUGH/P-TEST 106 Mechani		
Verify underground trenches, ditches are excavated and piping insta	alled FBC-B 109.3(1)	
Check pipe sizes and schedules per the approved plans	FBC-B 105.7, 106.3.1, 1307.1	
Check piping allowances for expansion, contraction, jarring and vibr	ration FBC-M 1303.11	
Verify underground tanks are installed with flexible connectors per	FBC-M 1303.11	



FINAL 001	Mechan	ical 009
Check if fill piping terminates point is 2-ft from any building openings FB	C-M 1305.6	
Check fill pipe designed as per plans minimize spillage when disconnected	FBC-M 1305.6	
Verify if valve stop is installed to shut off fuel oil flow to the tank in the building	FBC-M 1307.1	
Check if shutoff valves are connected to each fuel-burning oil appliance	FBC-M 1307.2	
Verify relief valve on pump discharge if it can exceed the oil system pressure	FBC-M 1307.3	



FINAL 001 **Mechanical 010** Verify vented wall furnace located as not to create a fire FBC-M 909.2 Verify duct furnace installed per manufacturer's instructions FBC-M 911.1 Check heaters clearances to combustible material per manufacturer's instructions FBC-M 912.2 П FBC-M 927.1 Verify duct are heaters installed per manufacturer's instructions Verify location of electric duct heater does not create a fire hazard FBC-M 927.2 Check if duct heaters is 4-ft from a heat pump/air conditioner also listed/labeled FBC-M 927.3 П Verify if the heat pump/air conditioner is listed/labeled for duct heater installations FBC-M 927.3 Verify opening/passageway sizes for appliance in attics FBC-M 306.3,2, FBC-R M1305.1.3 Check if duct size is as per furnace manufacturer's installation instructions FBC-M 918.2 Verify if unit heater is installed per manufacturer's instructions FBC-M 920.1 Check suspended-type heaters designed to carry weight and dynamic loads FBC-M 920.2 Suspended-type heaters supports of noncombustible hangers and brackets FBC-M 920.2



FINAL 001	Mechan	ical 011
Verify duct coverings/linings/adhesives-meets 25/50 flame/smoke	FBC-M 604.3	
Verify coverings do not to penetrate walls/floors with fire-resistance ratings	FBC-M 604.6	
Verify linings are interrupted in area where occurs operation of a fire damper	FBC-M 604.8	
Verify insulated exterior ducts is protected weatherproof barrier	FBC-M 604.12	



FINAL 001	Mechan	ical 015
Verify pressure vessels components and materials per approved plans and FBC-M 1003.2	d by design	
Verify pipe supports intervals in accordance	FBC-M Table 305.4	



ROUGH/P-TEST 106	Mecha	nical 016	
Verify refrigerant/hydronic/oil piping covering/chases installed per plans	FBC-B 109.3		
Verify heat pump loop system pressure test @ 100 psi for 30 minutes	FBC-M 1208.1.1		
Verify hydronic pipes test @100 psi or no more than 1-1/2 times design press	. FBC-M 1208.1		
Verify piping installed in or beneath concrete floors is encased in pipe duct	FBC-M 1107.2		
Verify piping embedded in concrete pressure tested prior to pouring	FBC-M 1209.2		
		1	



Verify pipes penetration sleeves/thimbles are 3 / 8 inch larger + plus insulation FBC-M 1107.2

Verify 1 & 2 -family homes exempts-25/450 flame/smoke FBC-M 1204.1

Verify pipe insulation 25/450 flame spread/smoke-developed-FBC-B Chapter 13 FBC-M 1204.2

Verify insulation in air plenums complies with Section 602.2.1-FBC-B Chapter 13 FBC-M 1204.2

Verify hydronic pipes systems exceeding 250 ° F- clearance 1" to combustibles FBC-M 1206.5

Verify refrigerant suction vapor lines insulated with R-4 minimum FBC-R M1411.5



ROUGH/P-TEST 106	Mechan	ical 019
Verify pipes installed in or beneath concrete floors are encased in pipe duct	FBC-M 1107.2	
Verify voids between pipes and casing be enclosed with an approved material	FBC-M 1107.2	
Verify pipe supports are accordance with	FBC-M 305.4	
Verify insulation horizontal condensate drains in unconditioned areas	FBC-M 307.2.5	



FINAL 001	Mechani	ıcai 019
Verify Roof equipment piping and supports are secured to the structure	FBC-M 301.12	
Verify Refrigeration RTU- curb a minimum clearance for roof repairs	FBC-B 1509.7	
Verify raised roof equipment clearance FBC-M 1509.7 FBC-B	Table 1522.3	
Verify approved barriers for appliances subject to mechanical damage installed	FBC-M 303.4	
Verify concrete pads/other approved material is mounted level on grade at least extends 2" inches above grade	3 ½" thick and FBC-M 304.9	
Verify appliances permanently marked and identified to the area it served	FBC-M 304.11	



ROUGH 002 Mechanical 023 Verify rigid and flexible ducts and connectors per FBC-M 603 Verify Duct coverings, linings, tape and connectors installed per FBC-M 603, 604. 3 П Verify flexible ducts/flexible air connectors do not thru fire-rated assemblies FBC-M 603.5.5 П Verify flexible air connectors do no penetrating walls, floors or ceilings FBC-M 603.5.5 Verify flexible duct supports a of min. 11/2 inches wide FBC-M 603.5.6.6 Verify terminal fittings/other components mechanically are fastened FBC-M 603.1.1 Verify air distribution system sealed with approved closure systems FBC-M 603.1.2 Verify ducts/air-transfer openings without damper @ fire rated assemblies shall comply with section 712 FBC-B FBC-M 607.1.1 Verify dampers are listed/labeled and complies with UL-555 FBC-M 607.3 Verify smoke dampers complies with UL-555S FBC-M 607.3 Verify combination fire/smoke dampers shall complies with UL 555/555S FBC-M 607.3 Verify ceiling radiation dampers shall complies with UL-555C FBC-M 607.3 П Verify details of fire doors/fire dampers/ceiling dampers/smoke dampers on plans FBC-M 607.8



FINAL 001 Mechanical 023 Verify sealing/ inspection/ cleaning space is maintenance FBC-M 603.1(1), (2) Verify 4 inch clearance space around air handling units in closets FBC-M 603.1(3) Verify exemption clearances on retrofit/replacements FBC-M 603.1(3) П Verify fire-dampers listed/labeled dynamic type FBC-M 607.3 Verify interior of mechanical closets sheathed continuously with air barrier FBC-M 603.9.1 П Verify ducts protected where exposed to mechanical damage FBC-M 603.15 Verify duct registers/grilles meet listing of 25/50 flame spread/smoke FBC-M 603.17 Verify smoke detectors installed where indicated FBC-M 606.2 П Verify smoke detectors in systems where design exceeds 2000 cfm's FBC-M 606.2.2 П Verify where multiple units share a common supply/return system duct smoke detectors to be in the supply and return system FBC-M 606.2.2 Verify Return/supply air risers with a design capacity over 15,000 cfm's- requires smoke П detectors be installed at each story supply/return before branch take offs FBC-M 606.2.3 П Verify Test smoke detectors shut down on the air distribution system upon activation FBC-M 606.4 Verify smoke detectors tied to the building fire alarm system FBC-M 606.4.1 Verify Check for aluminaire (light) control by a switch near the appliance on attic installations П FBC-306.4.1, FBC-R M1305.1.3.1 Verify Clothes washers/clothes dryers/combustion/water heaters/atmospheric combustion П furnaces are not installed in the return air systems FBC-B Energy Eff., 13-610.AB.3.7



FINAL 001 Mechanical 024 Verify Boiler: 400,000 Btuh/Temp 210°F/Tank capacity of 120 gal **FBC-M Definitions** Verify fuel-fired furnaces/boilers is listing for closets/alcoves installation FBC-M 303.5 Verify manufacturer's rating data and the nameplate is affixed to the boiler FBC-M 1004.2 П Verify pathways is 18 inches around the boiler per FBC-M 1004.3 Verify boiler installation clearances as per FBC-M 1004.3.1 Verify boilers tanks/equipment secured as per manufacturer's instructions FBC-M 1004.4 П Verify mounted on noncombustible construction or listed for combustible flooring FBC-M 1004.5 Verify boiler rooms rating and enclosures installation per (1hour) FBC-B & CH 3 FBC-M Verify boiler rooms floor drain or other approved means for disposal FBC-M 1004.6 Verify Safety/relief valves are connected on either side the safety/relief valve FBC-M 1006.5 Verify Safety/relief valves pipes is same size as the valve outlet FBC-M 1006.6 Verify Safety/relief valves discharges to vents outside of structure FBC-M 1006.6 Verify controls/limit devices are installed per manufacturer's instructions/listings FBC-M 1006.7 Verify boilers low-water cutoff control are installed per manufacturer instructions FBC-M 1007.1



FINAL 001	Mechani	ical 025
Verify conveyors and conveying systems complies with ASME B20.1	FBC-B 3005.3	
Verify conveyors/related equipment/connecting enclosures openings protection	FBC-B 3005.3.1	
Verify conveyers automatic limit switches	FBC-B 3005.3.2	



ROUGH 002	Mechanical 038		
Verify Type I hood ducts 18 inches clearance to combustibles	FBC-M 507.9		
Verify ducts supports at intervals not to exceed-10 feet	FBC-M 510.9]
Verify supports constructed of noncombustible material	FBC-M 510.9		
Verify external hood joints/seams/penetrations be external liquid-tight weld	FBC-M 507.7.1		
Verify grease ducts leakage test-Contractor provides test equipment	FBC-M 507.3.31		



FINAL 001 **Mechanical 038** Verify Type I hoods ducts constructed requirement of 18 gage metal FBC-507.4 Verify Type I hood clearance to combustibles of 18 inches FBC-M 507.9 Verify clearance reduction regarding gypsum wallboard FBC-M 507.9 Verify makeup air is supplied during cooking operation FBC-M 508.1 Verify makeup air is electrically interlocked to exhaust system FBC-M 508.1 Verify Filter support frames/appendages be sealed to grease tight FBC-M 507.7.1 Contractor to test airflow and provides equipment/devices for test FBC-M 507.16.1 Verify all appliances @ full cooking & operating temperatures during test FBC-M 507.16.1



FINAL 001 **Mechanical 039** Verify Cooling towers installed per manufacturer's instruction/approved plans-water-cooling towers shall comply with NFPA 214 FBC-M 908.1 Verify cooling towers/evaporative condenser are accessible for service FBC-M 908.2 Verify cooling tower clearances 20-ft. from building openings or 5 ft. above plume FBC-M 908.3 Verify supports be designed in accordance with FBC-M 908.4 Verify Drains/overflow/blowdown be approved for discharge of chemical waste FBC-M 908.6



FINAL 001 Mechan	ical 040
Verify Internal combustion engines/gas turbines/fuel storage/piping per NFPA 37 FBC-M 915.1	
Verify internal combustion engines/turbines installed per manuf.'s and NFPA 37 FBC-M 915.2	
Verify Heat/odors/fumes/spray/vapors/smoke/gases exhaust per FBC-M Ch5 FBC-M 502.1	
Verify exhaust discharge to an approved location at exterior of the building FBC-M 502.1	



ROUGH 002 **Mechanical 041** Verify air exhaust/intake openings are protected FBC-M 401.5 Verify downdraft range hoods/appliances in dwellings discharges to outdoors FBC-M 505.1 Verify no screws/fasteners/screens obstructs the airflow in dryer exhaust ducts FBC-M 504.4 П Verify domestic clothes dryer used smooth metal duct 4" inch round min. FBC-M 504.6 Verify dryers duct supports/secured, with overlapped joints in the direction of airflow FBC-M 504.6 П Verify dryer transition duct is 8-ft max. and not concealed within construction FBC-M 504.6 Verify dryer exhaust don't exceed 25-ft-not including transition FBC-M 504.6.1, FBC-R M1502.6 Verify dryer piping takeoffs: 2-1/2 ft (45 ells) 5-ft (90 ells) FBC-M 504.6.1, FBC-R M1502.6 Verify dryer exhaust duct length exceptions per FBC-M 504.6.1, FBC-R M1502.6 Verify Type 2 clothes dryers installed per manufacturer's instructions FBC-M 504.7 Verify Type 2 dryer ducts maintains 6-inch clearance to combustibles FBC-M 504.7



FINAL 001 **Mechanical 041** FBC-M 504.4 Verify dryers ducts terminate outside of building with a back-draft damper Verify household-type appliances be listed/label for domestic use FBC-M 917.3 П Verify cooking appliances for commercial occupancies not installed dwelling units FBC-M 917.2 П Verify clothes dryers closets make-up air opening of 100 sq/inches FBC-M 504.5 Verify Mechanical/gravity outside air intake openings is 10-ft from hazardous/noxious contaminant; exception on group R-3 occupancy FBC-M 401.4.1 Verify bathtubs/showers/spas/similar bathing rooms has mech/exhaust; residential bathrooms П exempted with windows of 3 sq/ft of open area FBC-M 402.3.1 Verify no return air is from bathrooms or non-dedicated kitchen HVAC systems FBC-M 407.1 П Ensure exhaust air is not discharging directly onto walkways FBC-M 401.5.2 П Verify exhaust air does not discharge into attic/crawl space; exempted whole house fans and recirculating cooking systems FBC-M 501.2(1) (2) Verify exhaust/intake openings protection - screens/louvers/grilles FBC-M 401.5 Verify appliances discharges products of combustion to a vent/factory-built chimney/ masonry П chimney, with the exception of appliances vented per Section 804 FBC-M 501.2 Verify enclosed parking garages ventilation systems automatically operate by detection devices upon detection of carbon monoxide at 25 (ppm's) FBC-M 404.1 Verify termination of exhaust ducts discharge locations FBC-M 501.2.1(1), (2), (3), (4) П П Verify vent terminals for direct-vent appliances per with manufacturer's specs. FBC-M 804.1 Verify forced draft venting of 12 inches between vent and building openings FBC-M 804.2.1 Verify chimneys/vents power exhausters is 10-ft from lot lines FBC-M 804.3.3 Verify mechanical flue exhausters/venting system per manufacturer's specs. FBC-M 804.3.7



FINAL 001 Mechani	ıcai 042
Check pressure vessels labels from approved agency/installed per manufacturer's instructions	
FBC-M 1003.1	
Verify pressure vessels is designed and stamped per ASME Boiler and Pressure Vessel	
FBC-M 1003.1	
Verity piping materials/fittings/joints/connections/devices are designed approved per plans	
FBC-M 1003.2	
Verify approved welders are in compliance nationally recognized welding certification	
FBC-M 1003.3	
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FINAL 001 Mechani	ical 043
Verify commercial Type I hood is provided with an approved automatic fire suppression system FBC-M 509.1	
Verify automatic fire-extinguishing systems installed, inspected, tested in accordance with this section and applicable referenced standards FBC-B 904.1	
Verify system interlocking by design and installation for the hazard FBC-B 904.3.3	



FINAL 001 Mechan	nical 044
Verify manufacturer's installation instruction is provided at time of inspection FBC-M 304.1	
Verify chimneys used on factory-built fireplaces comply with the requirements of UL 127 FBC-M (805.3)	
Verify decorative shrouds is listed/labeled used the specific factory-built chimney system per FBC-M 304.1, 805.6	



FINAL 001	Mechan	ical 045
Check for all manufacturer's installation instruction at time of inspection	FBC-M 304.1	



FINAL 001 Mechan	nical 046
Verify positive mechanical ventilation system per approved plans FBC-M 502.7.2	
Verify spraying operations shutdown when ventilation system is not operating FBC-M 502.7.3.1	
Verify termination point of exhaust discharges/distance per FBC-M 501.2.1(1), (2), (3), (4)	
Verify electric motors driving exhaust fans are not within booths or ducts FBC-M 502.7.3.6	
Verify fan and housing are of nonferrous/non-sparking materials FBC-M 502.7.3.6	
Verify belts or pulleys are fully enclosed not exposed in air systems FBC-M 502.7.3.6	



FINAL 001	Mechan	ical 048
Verify Smoke control systems subject to provisions of Section 909 FBC-B	FBC-M 513.3	
Verify building undergo special inspections and tests performed as per plans	FBC-B 909.2	



FINAL 001	Mechan	ical 050
Verify raised roof stands legs height are in accordance with	FBC-B Table 1507.9	
Verify Mechanical equipment/appliances/supports/exposed to w installed to resist the wind pressures on the equipment	vind attached per approved plans FBC-B CH. 16 1522.2	



FINAL 001 Me	chanical 052
Verify elevator inspection QEI reports on final inspection approving owner for use	
Verify hard-wired working phone in the elevator cab	



QUALITY CONTROL (all inspections except final)	Permit by affidavit
Check for proper inspection call-in for the type of work specified on the plans/drawings Code of Miami Dade County Section 2-1266 Administrative Order	
Check the log for last approved inspection by private provider. Confirm compliance. Code of Miami Dade County Section 2-1266 Administrative Order	



TCO INSPECTION	Mechanical
Verifies Permit Inspection: TCO/TCC All mechanical life-safety components fire-damper, fire/smoke damper, fire-suppression, duct-smoke detector, and smoke control test are	
operational as applicable to system design FBC-B 110.3	
Verify Permit by Affidavit: TCO/TCC All mechanical life-safety components fire/damper, fire/smoke damper, fire-suppression, duct-smoke detector, and smoke control test are operational as applicable to system design Code of Miami Dade County Section 2-1266 Administrative Order	



FINAL 001 Permit by	affidavit
Verify Collect all inspection reports (documentation) from private provider pertaining to all inspection types and verify that all were call-in approved for quality assurance if all in order: Code of Miami Dade County Section 2-1266 Administrative Order	